

# JOB OPPORTUNITY

Job Opportunity Bulletin:	#08-004
Final Filing Date:	July 24, 2008 or Until Filled

Position:	Salary:	Location:
Associate Governmental Program Analyst  <i>*Pending Control Agency Approval</i>	\$4,400 - \$5,348	Office of Statewide Health Planning & Development Healthcare Workforce Development Division (HWDD) Shortage Designation Program 400 R Street, Suite 330 Sacramento, CA 95811

**\*\*Revised\*\***

## General Statement:

**Do you want to work in an organization that is a 2006 Sacramento Workplace Excellence Leader award winner?**

Under the general direction of the SSM II, Cooperative Agreement and Research, Policy & Planning, the incumbent performs complex technical analytical staff services work within the Shortage Designation Program. Duties include but not limited to:

## Duties:

- Review and analyze applications for Mental Health Professional Shortage Area (HPSA) designations. Verify data in the application to determine whether the proposed application conforms to the federal criteria. Provide comments, relevant data and recommendations to the SSM II, and the Federal Shortage Designation Branch in Rockville, Maryland as to whether California should approve such designations.
- Provide subject matter expertise, evaluation, technical consultation, policy interpretation and consultation to primary care/dental/mental health clinics and potential applicants seeking designation opportunity; analyze and advise applicants on what designation is appropriate for their needs.
- Compose ArcGIS maps on Medical Service Study Areas (MSSAs); geo-code relevant large databases and employ ArcGIS software to demonstrate spatial distribution of healthcare resources by sub-county and sub-city geographical units. Respond to telephone and correspondence inquiries relative to application status. May require applicant resource confirmation and requests for additional applicant information

## Desirable Qualifications:

- Excellent interpersonal skills.
- Ability to analyze data and present ideas and information both orally and in writing.
- Good judgment in dealing with management, staff, various healthcare stakeholders, and public agencies.
- Working knowledge of computers and applicable software programs.

## Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Appointment is subject to SROA/surplus policies. Only the most qualified individuals will be selected for an interview.

Interested individuals should submit a State Examination and/or Employment Application, STD. 678, and a resume to:

OSHDP

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

400 R Street, Suite 312

Sacramento, CA 95811-6213

— An Equal Opportunity Employer

Office of Statewide Health Planning and Development  
Healthcare Workforce Development Division (HWDD)  
Attn: Konder Chung, SSM II  
400 R Street, Suite 330  
Sacramento, CA. 95811

For more information contact Konder Chung, at (916) 326-3706.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.